
**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION**

DATE: June 16, 2003

TIME: 4:00 p.m.

LOCATION: Board Room/Central Library
315 S. Rose Street
Kalamazoo, MI 49007

PRELIMINARY BUSINESS

President Brown called the meeting to order at 4:00 p.m.

Roll Call: Trustees present: Donald Brown, Robert Brown, Lisa Godfrey, Rand Johnson and James Vander Roest. Absent: Loren Dykstra and Doreen Thomas

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Resolution to Authorize a Public Budget Hearing for June 26, 2003

Recommendation: Director Amdursky recommended the board adopt a resolution authorizing a public hearing on the preliminary operating budget for the period ending June 30, 2004.

MOTION: IT WAS MOVED BY MR. VANDER ROEST AND SUPPORTED BY MS. GODFREY TO ADOPT THE RESOLUTION AUTHORIZING A PUBLIC HEARING ON THE PRELIMINARY OPERATIONAL BUDGET FOR THE PERIOD ENDING JUNE 30, 2004.

Executive Summary: It is necessary to hold a public hearing on the proposed budget and publish notice of the hearing as detailed in the resolution to legally set the millage rate that supports the budget and allows authorized property taxes to be collected for operation of the library.

Roll Call Vote: Mr. Brown – yes; Dr. Brown – yes; Ms. Godfrey – yes; Dr. Johnson – yes; Mr. Vander Roest - yes.



Motion carried 5-0.

B. Communications

Presentation: Director Amdursky noted three letters expressing support for bookmobile services were received and distributed to trustees. The writers were: **Janice VandeVusse** of 3508 Runnymede, **Karen Momber** of 3722 Clarnin St., and **Juan Herakovic** of 1107 Northampton.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

The following persons addressed the board expressing their desire not to have bookmobile service diminished:

Cynthia Addison, 2033 Saxonia Lane.
Jan Newhouse on behalf of **Cindy Bloom**, 4231 Oakland Drive.
Janice Clark, 3303 Madison Street.
Steve Nuyen, 4210 Croyden
Tom Rickman, Sheffield.
Libby Coss, 2522 Amherst.
Margaret Hunter, 2240 Frederick Ave.
Elizabeth Taylor, 2114 Partridge Lane.

Disposition: Trustees received the comments and thanked the speakers for their comments.

III. CONSENT CALENDAR

- A. Minutes of the Regular Meeting of May 19, 2003
- B. Personnel Item

Mary Lou Deters resigned from her position as Library Associate, Adult Services/Law Library, effective May 30, 2003, to accept a paralegal position at a local law firm. She joined the staff in February 2002.

Disposition: The board accepted the minutes and personnel item as presented.

IV. FINANCIAL REPORTS

- A. Financial Reports for the Period Ending April 30, 2003

Recommendation: Director Amdursky recommended the board accept the Financial Reports for the Period Ending May 31, 2003.

MOTION: MS. GODFREY MOVED AND MR. BROWN SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING MAY 31, 2003, AS RECOMMENDED.



MOTION CARRIED 5-0.
The Financial Reports for the Period Ending May 31, 2003 were accepted.

ACTION ITEMS

- V. A. Board Meeting Calendar for 2003/2004

Recommendation: The director recommended the board adopt a calendar of meetings for the fiscal year 2003/2004.

MOTION: IT WAS MOVED BY MR. BROWN AND SUPPORTED BY MS. GODFREY TO ADOPT A CALENDAR SETTING REGULAR MEETINGS FOR THE FOURTH MONDAY OF EACH MONTH AT 4:00 P.M. EXCEPT FOR NOVEMBER (NO MEETING) AND DECEMBER (MEETING TO BE HELD DECEMBER 15).



MOTION CARRIED 5-0.

- B. Close Estimate Operating Funds Budget Revision

Recommendation: Mr. Amdursky recommended the board approve the General Operating Fund Close Estimate Budget Revision for the year ending June 30, 2003 to account for an expenditure made from the CIP that should have come from the operating budget, and to accommodate revenue shortfalls.

Executive
Summary: The unreserved fund balance is not at the level desired, but is acceptable.

MOTION: MR. VANDER ROEST MOVED AND MS. GODFREY SUPPORTED APPROVAL OF THE CLOSE ESTIMATE BUDGET REVISIONS AS RECOMMENDED.

Discussion: In response to a question from Mr. Brown, Mr. Amdursky said he believes action has been taken to ensure expenditures will be made from appropriate funds.

Ms. Godfrey asked if there are different methods available to try to determine what funds will be coming from local entities to avoid unexpected shortfalls; Mr. Amdursky felt we are doing all that can be done.



MOTION CARRIED 5-0.

C. Other Funds Close Estimate Budget Revision for the Fiscal Year Ending June 30, 2004

Recommendation: Mr. Amdursky recommended the Board approve the Other Funds Close Estimate Budget Revision for the Fiscal Year Ending June 30, 2004.

MOTION: IT WAS MOVED BY DR. JOHNSON AND SUPPORTED BY MR. BROWN TO REVISE THE OTHER FUNDS CLOSE ESTIMATE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2004.

Executive Summary: Mr. Brown indicated the revisions reflect actual revenues and expenditures.



MOTION CARRIED 5-0.

D. Capital Improvement Plan for the Three Year Period Ending June 30, 2004

Recommendation: Mr. Amdursky recommended the board approve the Capital Improvement Plan for the Three Year Period Ending June 30, 2004.

MOTION: IT WAS MOVED BY MS. GODFREY AND SUPPORTED BY MR. BROWN TO APPROVE THE CAPITAL IMPROVEMENT PLAN AS PRESENTED FOR THE THREE YEAR PERIOD ENDING JUNE 30, 2004.

Executive Summary: This revision applies to the three-year CIP and includes changes previously approved and other items as described in the notes.

Discussion: Mr. Brown indicated the recommendation comes to the board without the endorsement of the Finance & Budget Committee since there was an additional transfer of funds included subsequent to the committee meeting when this budget was reviewed. He pointed out this action would complete the transfer of budget and expenditure from the CIP as described and addressed by revising the 2002/2003 operating budget.



MOTION CARRIED 5-0.

E. Other Funds – Preliminary Budget for Fiscal Year Ending June 30, 2004

Recommendation: The director recommended the board approve the “Other Funds – Preliminary Budget for Fiscal Year Ending June 30, 2004.”

MOTION: THE FINANCE & BUDGET COMMITTEE MOVED AND DR. JOHNSON SUPPORTED APPROVAL OF THE REVISED “OTHER FUNDS – PRELIMINARY BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2004” AS RECOMMENDED.

Executive Summary: Mr. Amdursky explained the operating budget will be supported from these funds to allow the materials budgets to stay flat for 2003/2004.



MOTION CARRIED 5-0.

Recommendation: **Mr. Amdursky recommended the board receive for review the “General Operating Budget Preliminary Budget for Fiscal Year Ending June 30, 2004.”**

Executive

Summary:

The property tax revenue projection for 2003/04 is based on reported taxable growth of 3.4% for the district overall, less than hoped for. A number of controls and reductions are included in the budget to address the small growth in revenue, including absorbing 2 positions as a result of vacancies, serious reductions in marketing and travel & conference, a reduction in law library hours, and a reduction in bookmobile service. It is expected we will continue to hold the line or reduce a number of other line items. The goal was to preserve services as much as possible for the public.

Although the bookmobile schedule is not yet set, there will likely be a reduction in the number of stops beginning with the fall schedule.

The budget is recommended for acceptance at this meeting and will be brought back to the board for adoption following the public hearing on June 26.

MOTION: IT WAS MOVED BY THE COMMITTEE AND SUPPORTED BY DR. JOHNSON TO RECEIVE THE GENERAL OPERATING BUDGET PRELIMINARY BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2004.

Discussion: Mr. Brown told the audience he appreciated their attendance and their interest in the library’s programs. Although the budget is expected to be tight over the next two years, there is funding included for the bookmobile, but exactly what will need to be adjusted is not yet known. He assured them that nothing has been done lightly.

Ms. Godfrey explained other parts of the budget were looked at as stringently as the bookmobile for cost savings. No one item could entirely absorb needed reductions. Kalamazoo is not growing and appropriate adjustments need to be made in the interest of all taxpayers. The board’s history is to listen to its patrons and take their needs and concerns to heart. During citizens advisory board meetings several years ago when the bookmobile and Washington Square branches were being considered for reductions, there was a huge show of support, and both were left in place. There is no intention to eliminate the bookmobile.

Mr. Vander Roest said Kalamazoo has been hit with the loss of significant industries with significant negative impact on many people. The level of support shown for the bookmobile will be considered when management works on the bookmobile service for fiscal year 2003/04.



Motion carried 5-0.

V. G. Auditor Letter of Agreement for Services for the Year Ending June 30, 2003

Recommendation: The director recommended the board sign a letter outlining services to be provided by Siegfried Crandall PC to perform the 2002/2003 audit for the library.

MOTION: IT WAS MOVED BY MS. GODFREY AND SUPPORTED BY MR. VANDER ROEST TO AUTHORIZE THE BOARD PRESIDENT TO SIGN THE LETTER OUTLINING THE SERVICES TO BE PROVIDED TO PERFORM THE LIBRARY’S AUDIT FOR THE YEAR ENDING JUNE 30, 2003.

Discussion: Trustees expressed their satisfaction with the auditors. It is expected the completed 2002/03 audit will be brought to the October board meeting.



Motion carried 5-0.

REPORTS

V. G. Reciprocal Borrowing

Presentation: Mr. Amdursky provided a background report on the reciprocal borrowing agreements in place with 13 neighboring libraries. Patrons of five of the libraries with whom we have agreements (Otsego, Paw Paw, Plainwell, Van Buren, and Richland) are heavy users of KPL resources, but there is little reciprocal use of their libraries by KPL patrons.

Particularly given the current budget situation, these agreements should be reconsidered. We need to determine what it costs to maintain KPL's reciprocal borrowing agreements, whether KPL is helping or hurting library development through its open door policy, what has been gained by reciprocal borrowing and where we should go from here.

During discussion the following questions were posed to the director: 1) How many libraries passed a millage by saying their patrons could use KPL and might be seen as reneging on a deal with their patrons if reciprocal borrowing is discontinued; 2) Survey patrons to determine if reciprocal borrowers work in Kalamazoo; 3) Determine what it would take to more closely approximate what they pay for their service in order to consider recovering our costs without discouraging use; 4) Could a user fee be imposed on a sub-set of users; 5) Consider amending the contract for some libraries; 5) If one of the positives of this program was to attract more people to downtown Kalamazoo, can't the same be said for attracting people to Oshtemo?

Disposition: This discussion will be continued; input from the two new trustees will be helpful.

VI. COMMITTEE REPORTS

A. Finance & Budget Committee
No report.

B. Personnel Committee
No report.

VII. OTHER BUSINESS

A. Directors Report

Mr. Amdursky indicated he would like to request an executive session for litigation and personnel matters but had nothing to add to the written director's report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

Mr. Vander Roest noted KPL is ending its year long reign as national library of the year for 2002. It's unfortunate that at the end of our reign we have to talk about budget constraints, but we are very lucky compared to a lot of other units of government. We provide many services that are valued by the community and we need to balance the impact of our financial situation on all those services.

Dr. Johnson said as he completes his term as KPL Trustee, he has considered it a pleasure to sit at the table and hear the discussions and to occasionally chime in, to work with a good group of people and to learn about the under-pinnings of the institution and the amount of concern and interest people have in what happens here.

Ms. Godfrey thanked Dr. Johnson for his service on the board and hopes he will continue to be interested in the trustee discussions and work. She added it is not often visitors attend the meetings of the library trustees. She hopes people who have such passion for the library and its services would come more often and share their insights with the board to help to inform their decision-making. The board won't always be able to do what one particular voice asks for, but that does not translate into not having heard it. People should be assured the board will listen and make their best effort to make the decisions necessary to the good of the whole.

Dr. Brown thanked Dr. Johnson and Ms. Thomas for their service as they leave the board, and welcomed Ms. Addison and Ms. DeShon who will be joining the board at the July board meeting. At that time officers will be elected for 2003/04 and shortly thereafter committee assignments for the year will be made. He invited trustees to let him know their committee preferences.

X. EXECUTIVE SESSION

MOTION: IT WAS MOVED BY MS. GODFREY AND SUPPORTED BY MR. VANDER ROEST TO MOVE TO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING LITIGATION AND PERSONNEL MATTERS.

Roll Call Vote: Mr. Brown – yes; Mr. Vander Roest – yes; Dr. Johnson – yes; Ms. Godfrey – yes; Dr. Brown – yes.



Motion carried 5-0. The meeting moved to executive session at 5:10 p.m.

RETURN TO PUBLIC SESSION

MOTION: IT WAS MOVED BY MR. VANDER ROEST AND SUPPORTED BY MS. GODFREY TO RETURN TO PUBLIC SESSION.

Roll Call Vote: Mr. Brown – yes; Mr. Vander Roest – yes; Dr. Johnson – yes; Ms. Godfrey – yes; Dr. Brown – yes.



Motion carried 5-0. The meeting returned to public session at 5:30 p.m.

MOTION: IT WAS MOVED BY MR. VANDER ROEST AND SUPPORTED BY MS. GODFREY TO THANK THE DIRECTOR'S ADMINISTRATIVE STAFF MEMBERS FOR THEIR ROLE IN PROVIDING SUCCESSFUL LIBRARY OPERATIONS.



Motion carried 5-0.

MOTION: IT WAS MOVED BY MR. VANDER ROEST AND SUPPORTED BY MS. GODFREY TO AUTHORIZE THE DIRECTOR TO ENTER INTO AN AGREEMENT WITH SACKS & ASSOCIATES BY PROVIDING THEM A CHECK IN THE AMOUNT OF \$2750.00 TO PURSUE THE RECOVERY OF COSTS FROM THE PROGRAM CORPORATION OF AMERICA FOR BREACH OF CONTRACT.



Motion carried 5-0.

MOTION: IT WAS MOVED BY THE PERSONNEL COMMITTEE AND SUPPORTED BY MR. VANDER ROEST TO PROVIDE A 3.4% TOTAL COMPENSATION INCREASE FOR THE LIBRARY DIRECTOR FOR FISCAL YEAR 2003/2004, IN LINE WITH WHAT THE REST OF THE STAFF WILL RECEIVE.



Motion carried 5-0.

X. ADJOURNMENT

Hearing no objections, President Brown adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:35 p.m.

Secretary